

External – Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Job Service Operations

Date Posted: 5/30/2008

Job Category: Business and Financial Operations

Position
Number: 66201472

Position Title: ADMINISTRATIVE SPECIALIST

Bargaining
Unit: 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$36,187.00 to \$45,234.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum
Salary Info: qualifications and in accordance with Pay Plan Rules. Successful
applicant's pay will be set using the above salary range based on
qualifications.

Shift: Daytime

Band: 6

Closing Date: 6/10/2008

Supplement
Required: Yes

Applications must be received by 5:00 pm on the closing date.

Apply to your Local Montana Job Service Center

– OR –

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-4535

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

Performs administrative and professional work administering and managing federal and state funded workforce development and employment related programs. Provides technical assistance in interpreting laws and regulations, training, policy development and oversight statewide to the Veterans Employment Program. Serves as the Monitor Advocate for employment services programs. Activities include oversight of services provided by Job Service Workforce Centers through operation and management of the Veteran's Employment Program and the Monitor Advocate. Specific duties include procurement, program documentation processes, fiscal management, data collection, oversight and program analysis. Develops policy, researches state and federal laws, regulations and policies to interpret and implement administrative rules, federal and/or state laws. Provides direction and administrative and operational oversight to Job Service Disabled Veterans Outreach Program and Local Veterans Employment Representatives along with monitoring of employment services provided by Job Service Workforce Centers statewide. Represents the Job Service Operations Bureau in meetings and conferences with service providers, boards, task forces, councils and other administering agencies. Researches, drafts, submits and presents requests for program and/or project funding to the Job Service Operations Bureau Chief. Coordinates the activities of Veterans Employment Program to staff statewide to ensure activities follow established guidelines. Prepares and disseminates informational, promotional and operational materials for use by local center managers and veteran representatives staff. Prepares, presents and/or deliver material and presentations to local, state, regional and national groups. Attends local, state, regional and national meetings on behalf of the agency. Provides complex technical assistance in areas specific to the veteran programs, employment services monitoring, and the Workforce Investment Act.

Evaluates programs for compliance to policy, legal and quality standards. The incumbent will use a personnel computer in daily work assignments.

Competencies:

Knowledge of the principles of federal employment and training legislation and program administration; of research and analysis techniques; of policy development; of computerized budgeting, financial and record-keeping systems. Knowledge of various management practices, theories, systems and procedures such as fiscal planning and accountability, property management, program planning and documentation process, office management practices, and data processing. Knowledge of administrative procedures of state government; state and related federal laws affecting the particular programs. Skill in the use of a personal computer and software such as Microsoft Office, Excel, and Word.

Ability to analyze, interpret and apply complex policies, data and results; to develop training programs and apply learning/training principles; to communicate effectively orally and in writing; to plan, coordinate and apply a variety of general management theories, techniques and practices; to evaluate program and management needs; to provide public information about agency and program policies and procedures; to advise and direct service providers; to develop programs for reporting systems to comply with federal, state and agency requirements; to establish and maintain effective working relationships with co-workers, internal and external customers, competing groups, the public, government officials and agency employees.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Education and experience equivalent to a Bachelor's degree in public administration, business administration or human services and one (1) years progressively responsible experience in program administration. This position works with Veteran Representatives in Job Service offices throughout the State. *** Veteran applicants are preferred.**

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page

1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

Please limit your responses to one page per question. Any responses exceeding this limit will not be considered.

1. This position is responsible to develop and oversee the management of a program budget. Please describe your previous experiences in working with budget management. Be specific regarding the size and complexity of the budgets and your role in developing and monitoring them.
2. This position is responsible for programs relating to employment, training, and counseling services to Veterans. Please describe your knowledge and experience in providing or managing such services. Include your knowledge of laws and regulations pertaining to Veterans' employment and training programs. Also

include your experience in coordinating with groups or organizations serving the Veteran population, especially relating to employment and/or training services.